



Dawson County Parks & Recreation Facility Use Agreement

Rock Creek Sports Complex • Veterans Memorial Park • War Hill Park • River Park

FOR GENERAL USE

FACILITY INFORMATION

Please list the Park and the Facility being requested for rental.

Park: _____

Facility: _____

EVENT INFORMATION

Event Date: _____ Arrival Time: _____ Departure Time: _____

Rentable Hours: ROOMS/GYMS: Mon-Sat 9:00AM-8:00PM / Sun 2:00-8:00PM
PAVILIONS: Mon-Sat 8:00AM-9:00PM / Sun. 2:00-9:00PM
FIELDS: Mon-Sat 8:00AM-9:00PM / Sun 2:00PM-9:00PM

Comments/Details of event: _____

CONTACT INFORMATION

Name: _____ County of Residence: _____

Street Address: _____

Phone: _____ Email: _____

RENTER AUTHORIZATION

By initialing here, you acknowledge that your reservation for the Small Pavilion at Rock Creek Sports Complex is for the pavilion only and does not include exclusive use of the Splash Pad or the Playground. The Splash Pad and Playground are not available for rent and are always open to the general public, even during private rentals at the Small Pavilion.

The undersigned agrees to assume all risks and hazards incidental to participation in events, programs, or facility use and any damage that may occur during an event while at Veterans Memorial Park and Rock Creek Sports Complex. I hereby release, absolve, and agree to hold harmless Dawson County, the Dawson County Recreation Board, sponsors, supervisors, and all other persons and legal entities acting on behalf of the Dawson County Recreation system, the Dawson County Recreation Board, and Dawson County. By signing below, I agree that all completed information is accurate to my knowledge. I also acknowledge that I have received a copy of, and have read and understand, the Dawson County Parks & Recreation rules, Refund Policy, Zero Tolerance Policy, and the Parks & Recreation Ordinance. Due to the overwhelming number of requests by traveling teams for facility space, it has become necessary to implement changes and additions to the previous guidelines. Please make sure to read over and understand all rules and requirements before signing.

Authorized Signature: _____

Date: _____

INTERNAL USE ONLY

Reservation Fee: \$ _____ Non-Resident Fee: \$ _____ Total Amount Paid: \$ _____

Cash Receipt #: _____ Check #: _____ Credit/Debit Auth #: _____

Employee Signature: _____ Date: ____ / ____ / ____



Dawson County Parks & Recreation Facility Rental Policy

GENERAL RENTALS

REVISED 3/23/2021

Effective immediately, the following Facility Rental Policy will go into effect for all Dawson County Parks & Recreation rental facilities and will be relevant for the following:

- a. Veterans Memorial Park – gym, ball fields, pavilions
- b. Rock Creek Sports Complex – gyms, ball fields, pavilions, meeting rooms
- c. Fire Station #2 – meeting room
- d. Fire Station #8 – meeting room

GENERAL

1. Facility rentals must be completed at the main office at Rock Creek Sports Complex during regular business hours (Mon-Fri 8am-5pm).
2. All facility rentals will require payment (including rentals by non-profit organizations), unless beneficiary (individual or organization) is Dawson County-based and will receive 100% of proceeds from fundraising at the scheduled event. Fee waiver must be signed off by the Park Director prior to facility use. Verification of charity, non-profit status, and/or residency of beneficiary may be requested at any time.
3. Upon arrival to the facility, it is the renter's responsibility to report any problems or dissatisfactions to DCPR Staff on duty.
4. Alcohol is prohibited on DCPR property. No exceptions! Violators may be prosecuted.
5. The following decorations and methods are prohibited:
 - a. Glitter/confetti
 - b. Inflatable bounce houses (permitted at outdoor facilities only)*Painters tape is permitted in order to attach decorations. All other tapes and adhesives are prohibited.*
6. Kitchens/concession stands, product, and equipment are not included, nor are they available for use with rentals.
7. Pets/animals are prohibited indoors and in/around constructed outdoor facilities (i.e. pavilions, ball fields, etc). Service animals are permitted.
8. Renter and associated parties are expected to be ready to exit the Rec. Centers at least 30 minutes prior to posted closing time and be ready to exit the Park at least 30 minutes prior to the posted closing time.
9. Refunds for canceled or rescheduled events are not guaranteed.
10. Private or group instruction for monetary gain must be approved by the Park Director or Programs & Facilities Coordinator.
11. Special Events must be approved by Park Director or Programs & Facilities Coordinator. Effective January 2021, events may not sell concessions unless previously approved by Parks & Recreation contracted concessions vendor.

FACILITY SET-UP & PREPARATION

1. The outdoor pavilions are rented "as-is", meaning additional tables and chairs are not available for the rental and will be the responsibility of the renter to provide.
2. Tables and chairs are available for indoor rentals on a first-come, first-served basis. Renter should request a specific number of tables and chairs at time of confirming reservation. Quantity increases of tables and chairs after reservation is confirmed are not guaranteed.
3. Set-up, break-down, and clean-up of the facility being rented will be the responsibility of the renter and is to be done during the allotted rental time.
 - a. **Set-up:** *For indoor facilities, DCPR will provide pre-determined number of tables and chairs for renter to set up and arrange as needed. Outdoor facilities/pavilions are rented "as-is" and do not include additional tables and chairs.*
 - b. **Break-down:** *For indoor facilities, renter is expected to break-down and return tables and chairs to their original location. For outdoor facilities, renter is expected to return all items to their original location.*
 - c. **Clean-up:** *For indoor facilities, renter is expected to sweep and mop floors, wipe down tables, remove all decorations/adhesives, pick up trash in rented area, remove trash from trash cans, and transport trash to the dumpster located inside the park. For outdoor facilities, renter is expected to wipe down picnic tables, remove all decoration/adhesives, and pick up trash in rented area.*



ADDITIONAL FEES

Rentals for special events and tournaments require an off-duty staff for the duration of the event. This fee includes preparation, maintenance, etc prior to and throughout the duration of the event. Fees are to be paid directly to the staff on duty at the time of the event at a rate of \$250 per day.

FACILITY AVAILABILITY

1. Facilities are available for rent on a first-come, first-served basis.
2. Facilities are not considered reserved until payment has been made and necessary forms have been completed, submitted, and approved at the main office at Rock Creek Sports Complex.
3. All facility rentals, with the exception of the pool, are available for reservation one year in advance. Pool rentals are accepted beginning the first weekday of May each year (see Pool Rental Policy for more information on pool rentals).
4. Rentals are available as follows:

Facility	Park	Days	Rental Season	Available Times	Maximum Rental Duration
Community Room	Rock Creek	Mon-Sat	Year-round	9am-8pm	5 hours*
		Sun	Year-round	2pm-8pm	5 hours*
Classroom	Rock Creek	Mon-Sat	Year-round	9am-8pm	5 hours*
		Sun	Year-round	2pm-8pm	5 hours*
Gym	Rock Creek & Veterans	Mon-Sat	Year-round	9am-8pm	5 hours*
Outdoor Pavilions	Rock Creek & Veterans	Mon-Sat	Year-round	8am-9pm	5 hours*
	Rock Creek	Sun	Year-round	2pm-9pm	5 hours*
Ball fields	Rock Creek & Veterans	Mon-Sat	Year-round	8am-9pm	Daily
	Rock Creek	Sun	Year-round	8am-9pm	Daily
Meeting Room	Fire Station #2	Mon-Sun	Year-round	9am-8pm	5 hours*
Meeting Room	Fire Station #8	Mon-Sun	Year-round	9am-8pm	5 hours*

*Set-up, break-down, and clean-up must be completed during the allotted rental time, which can be scheduled for up to 5 hours per rental. This allows for multiple rentals at each facility per day.

Violators will forfeit rental fee and use of the facility.